

# Travel Policies, Procedures, and Instructions Texas Veterans Commission



Updated on August 1, 2011

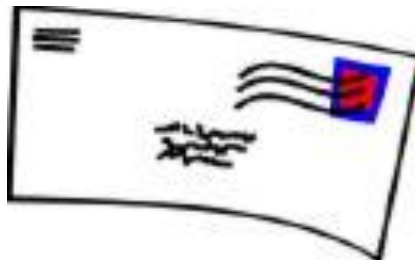
# Travel Authorization Form (TA)

- Needed to Pre-Authorize
  - Out of State Travel
  - Overnight Stay
    - Hotel
  - Reservation
    - Car rental, Airfare



# Travel Authorization Process

- Submit *at least* **2 weeks** before departure
- Need supervisor signature
- Send to appropriate Admin personnel
- Admin will send to Travel Accountant



# Definitions



- Designated Headquarters means:
  - The area within the boundaries of the incorporated municipality in which the state employee's place of employment is located, (i.e. the city) or
  - A five-mile radius of the state employee's place of employment, if the state employee's place of employment is within an unincorporated area.

Tex. Gov't Code Ann. § 660.001 (7)



# Definitions

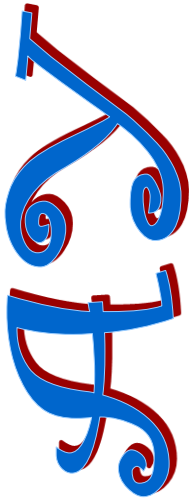
- Place of Employment (POE) means:
  - The office or other location at which a state employee most frequently conducts official state business.

Tex. Gov't Code Ann. § 660.001 (15)

- Duty Point means:
  - The destination, other than a place of employment, to which a state employee travels to conduct official state business.

Tex. Gov't Code Ann. § 660.001 (9)

# **AY is determined by dates of travel**



Appropriation Year (AY) 2010:

9/1/09 - 8/31/10

Appropriation Year (AY) 2011:

9/1/10 - 8/31/11

Appropriation Year (AY) 2012:

9/1/11 - 8/31/11

# Description Section

- Include Normal Working Hours on voucher (ex. M-F 8-5)
- Be Detailed
  - Include Direct Billed Items (ex. Hotel, rental car, etc.)



# Description Section

- Include actual departure place to duty point
- Use street addresses
- Minimize Duplicate addresses





# Mileage

- As of Jan 1, 2011 \$0.51; from Jan 1, 2010 thru Dec 31, 2010 \$0.50



# Mileage

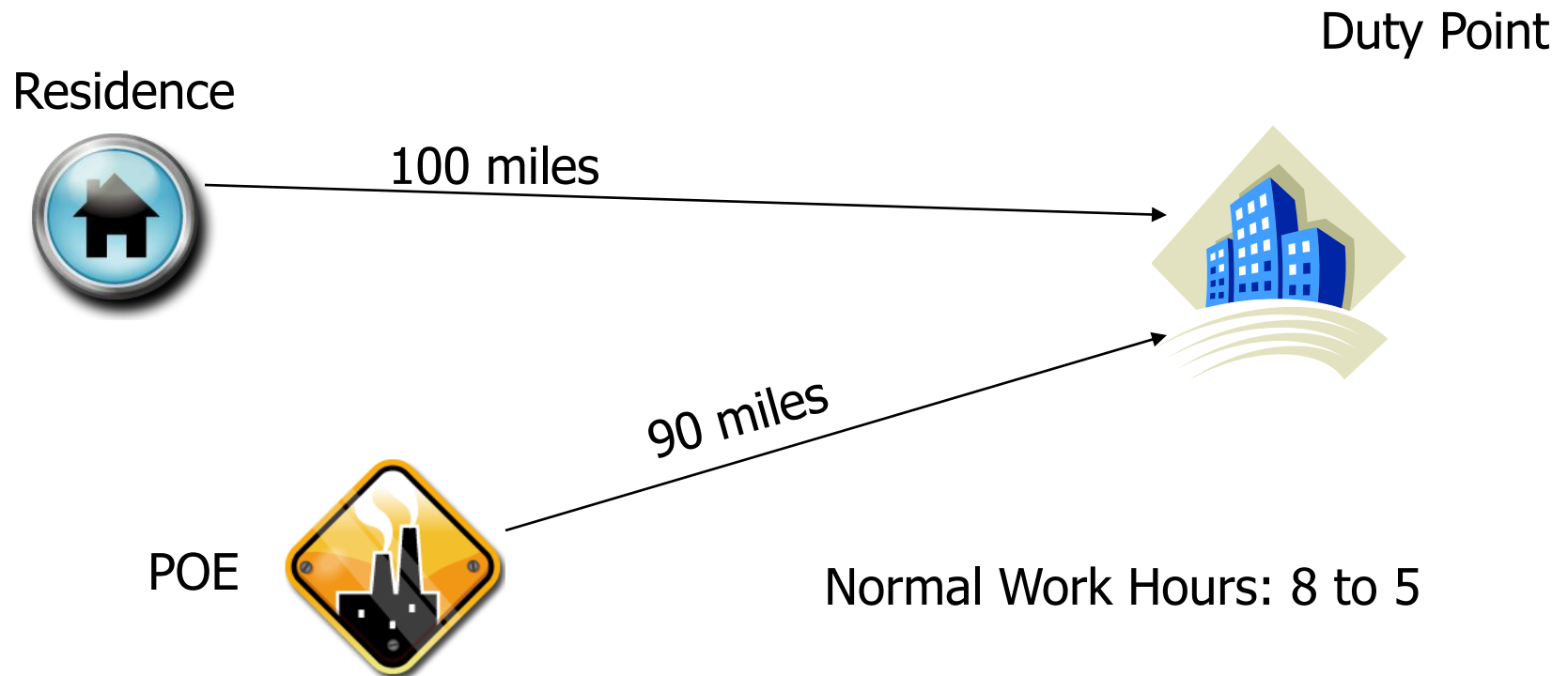
- Use odometer reading
- Mapquest online mapping service



# Residence to Duty Point Before/During Working Hours

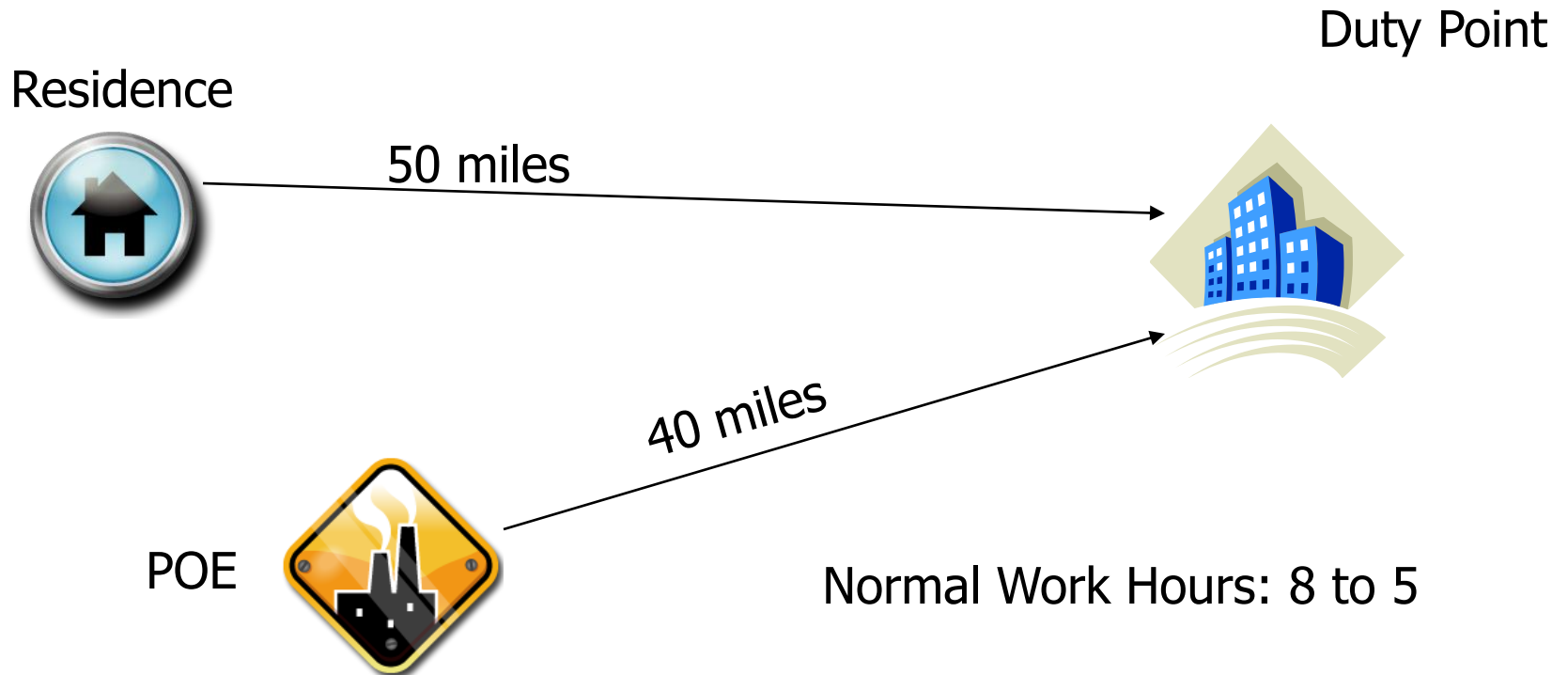
- Travel between Residence and Duty Point
  - The time you LEAVE your residence to the duty point determines whether travel occurs during working hours or non-working hours.
  - If before or during working hours on a workday, you are limited to mileage from place of employment or the lesser of. (Except for unforeseen emergencies)

# Example 1a: Residence to Duty Point Before/During Working Hours



- Employee traveled to the duty point from residence, on a workday at 7:00 am. Employee is limited to the mileage from POE to the duty point; 90 miles.

# Example 1b: Residence to Duty Point Before/During Working Hours



- Employee traveled to the duty point from residence, on a workday at 8:30 am. Employee is limited to the mileage from POE to the duty point; 40 miles.

# Example 1c: Residence to Duty Point Before/During Working Hours

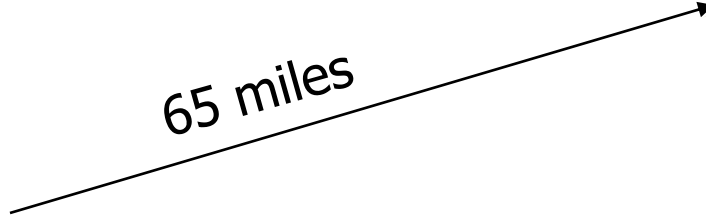
Residence



50 miles



65 miles



POE



Normal Work Hours: 8 to 5

- Employee traveled to the duty point from residence, on a workday at 8:00 am. Employee can be reimbursed for mileage from Residence to the duty point, **50 miles**, since the Residence is less miles than from POE.

# Duty Point to Residence Within HQ's

- Travel between Duty Point and Residence
  - The time you LEAVE a duty point within HQ's and return to residence determines whether travel occurs during working or non-working hours.
    - Left during working hours: claim to POE only or the lesser of
    - Left during non-working hours: claim to Residence

## Example 2a: Duty Point to Residence Within HQ's

Residence



15 miles

Duty Point



10 miles

POE

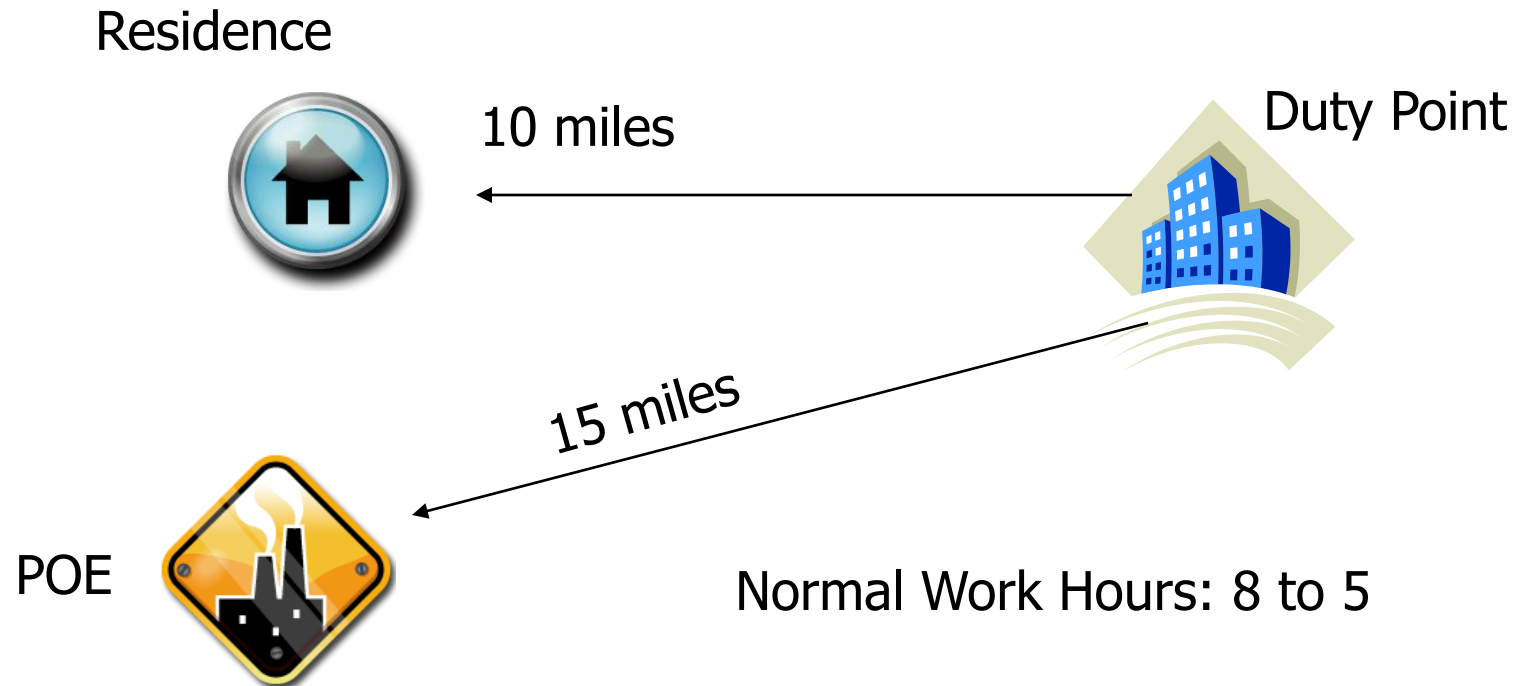


Normal Work Hours: 8 to 5

- Employee left the duty point at 5:30 pm. He can be reimbursed for mileage to Residence, 15 miles, since the employee left the duty point after working hours.



## Example 2b: Duty Point to Residence Within HQ's



- Employee left the duty point at 4:30 pm. He will be reimbursed for mileage to Residence, 10 miles, since the employee left the duty point during working hours and mileage to Residence is less than to POE.

## Example 2c: Duty Point to Residence Within HQ's

Residence



26 miles

Duty Point



18 miles

POE



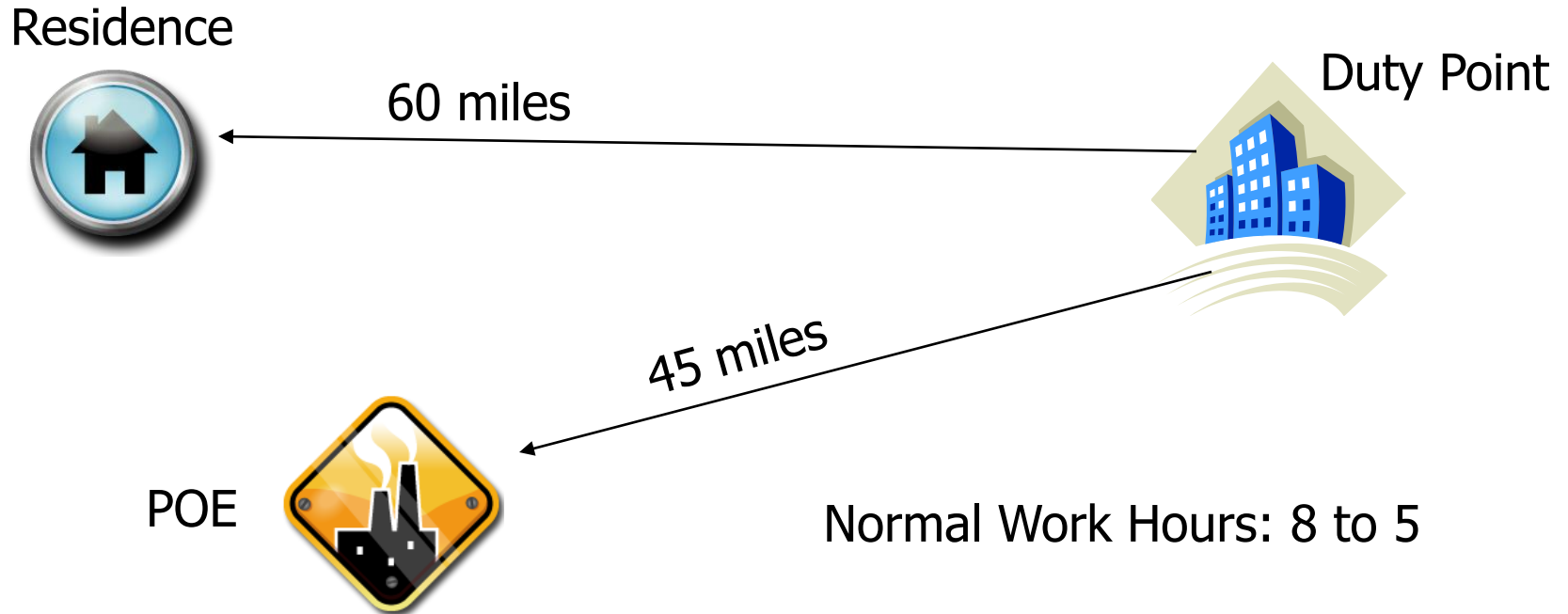
Normal Work Hours: 8 to 5

- Employee left the duty point at 4:15 pm to Residence. Employee is limited to the mileage to POE, 18 miles, since he left the duty point during working hours.

# Duty Point to Residence Outside HQ's

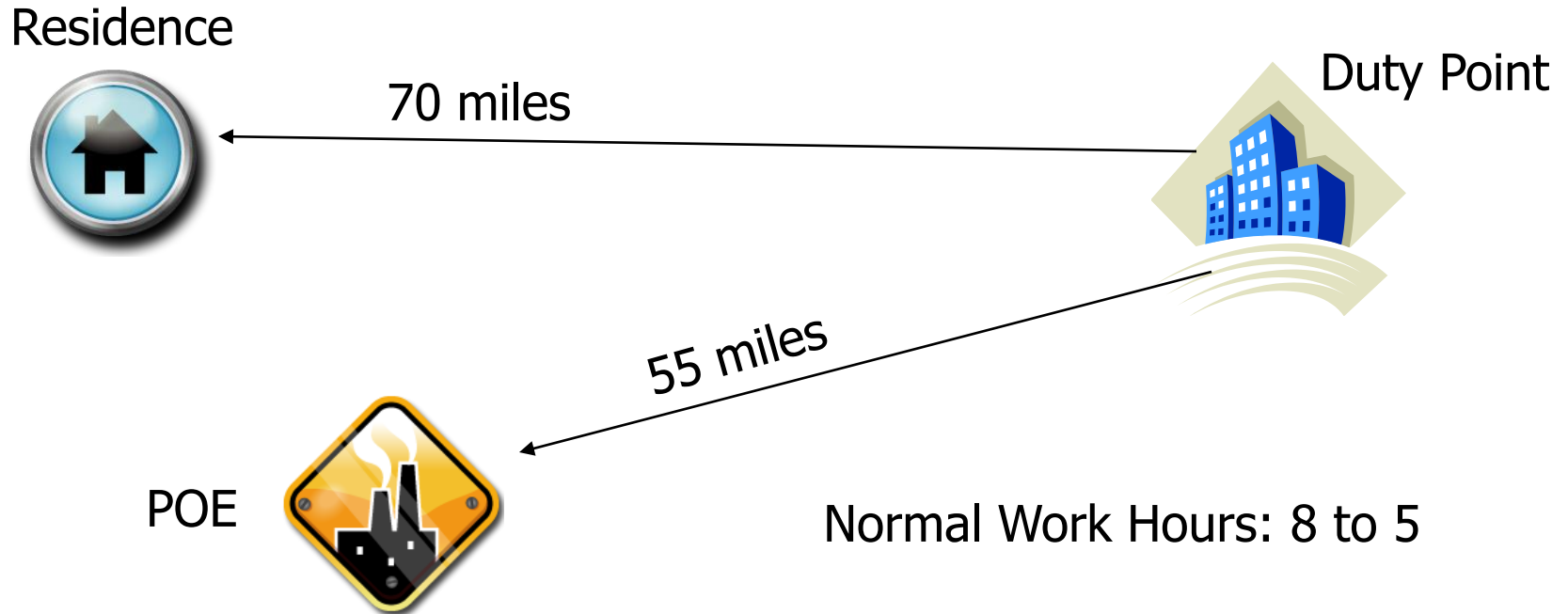
- Travel between Duty Point and Residence
  - The time you ARRIVE at Residence from a duty point outside HQ's determines whether travel occurs during working or non-working hours.
    - Arrived during working hours: claim to POE only or lesser of
    - Arrived during non-working hours: claim to Residence

## Example 3a: Duty Point to Residence Outside HQ's



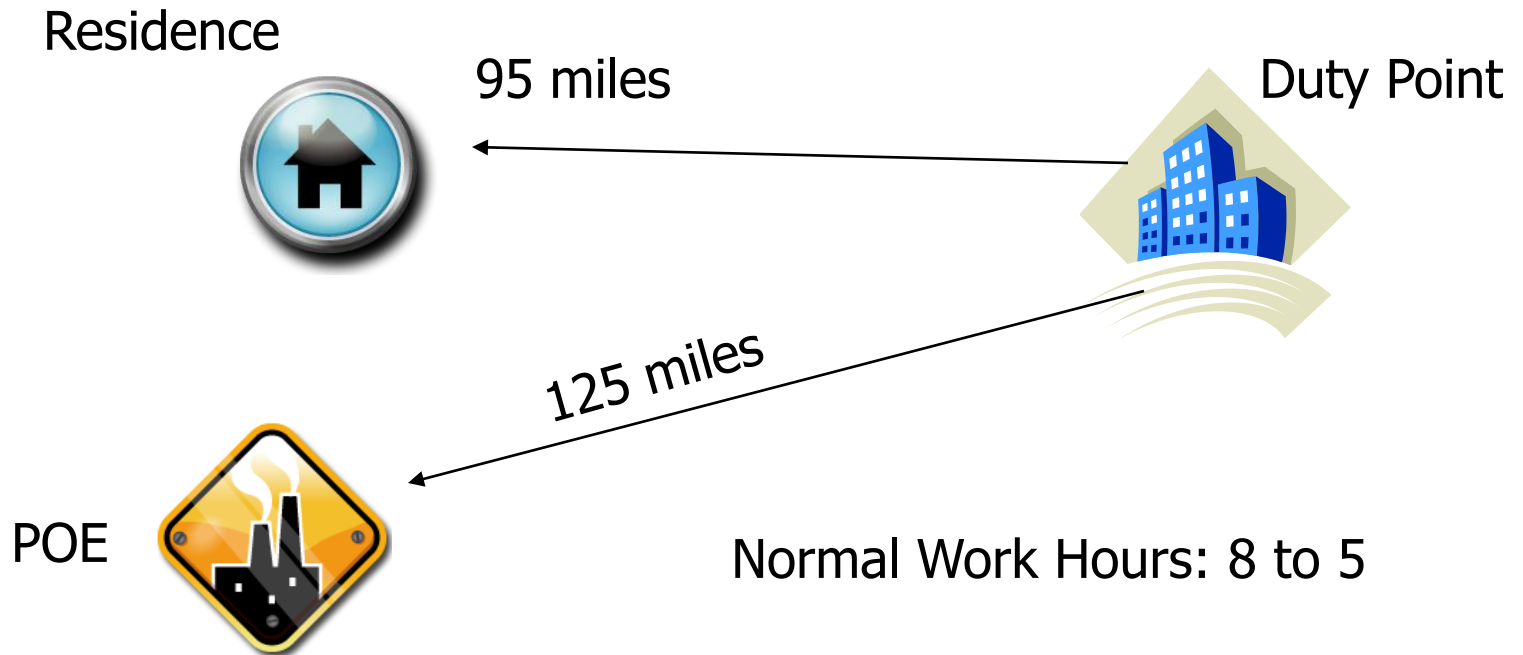
- Employee arrived at residence at 6 pm. Because the duty point is located outside HQs, and the employee arrived at the residence after working hours, the employee may be reimbursed for the **60 miles** to the residence.

## Example 3b: Duty Point to Residence Outside HQ's



- Employee arrived at residence at 4:15 pm. Because the duty point is located outside HQ's, and the employee arrived at the residence during working hours, the employee is limited to the mileage from the duty point to the POE, 55 miles.

# Example 3c: Duty Point to Residence Outside HQ's



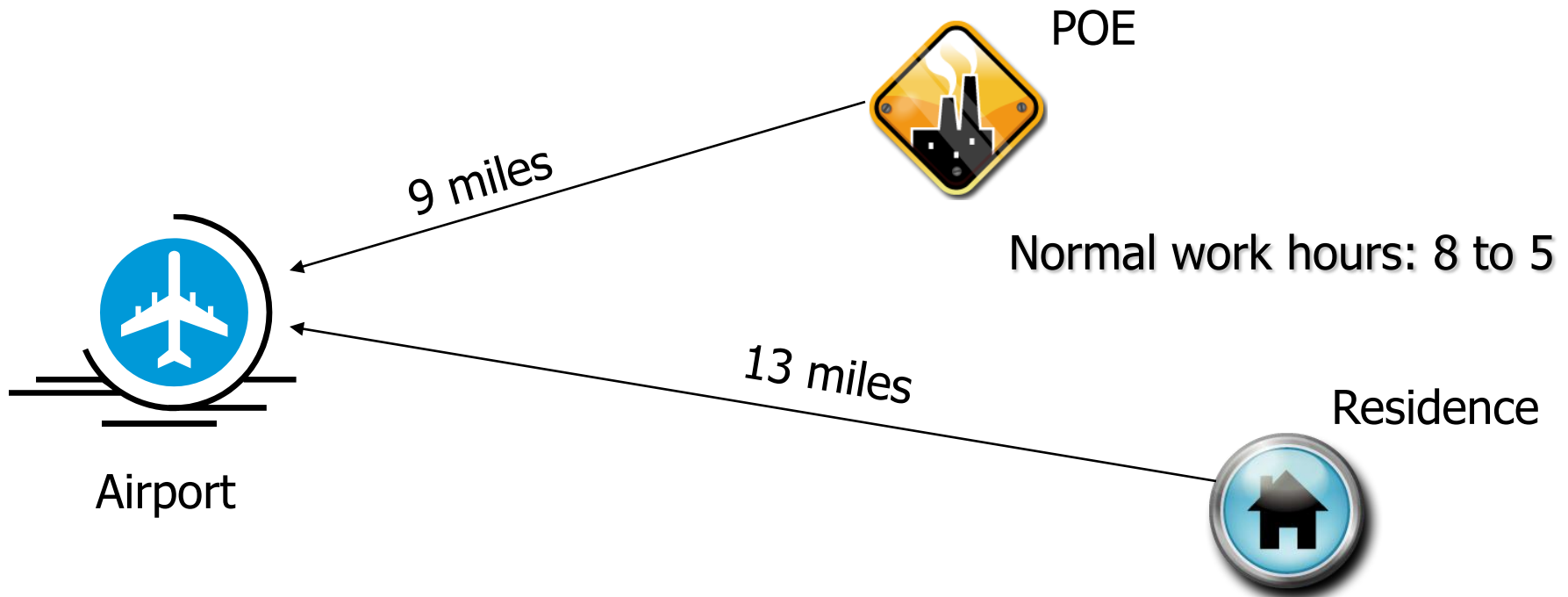
- Employee arrived at residence at 4:45 pm. The employee will be reimbursed for the 95 miles to the residence since the mileage to the Residence is less than to the POE.

# Residence to Airport

- The CHECK-IN TIME determines whether travel occurs during working or non-working hours.
- If the travel occurs during working hours, the reimbursement is limited to the mileage between the POE and the airport or the lesser of.

**This section only applies when the purpose is to board a flight.**

## Example 4: Residence to Airport



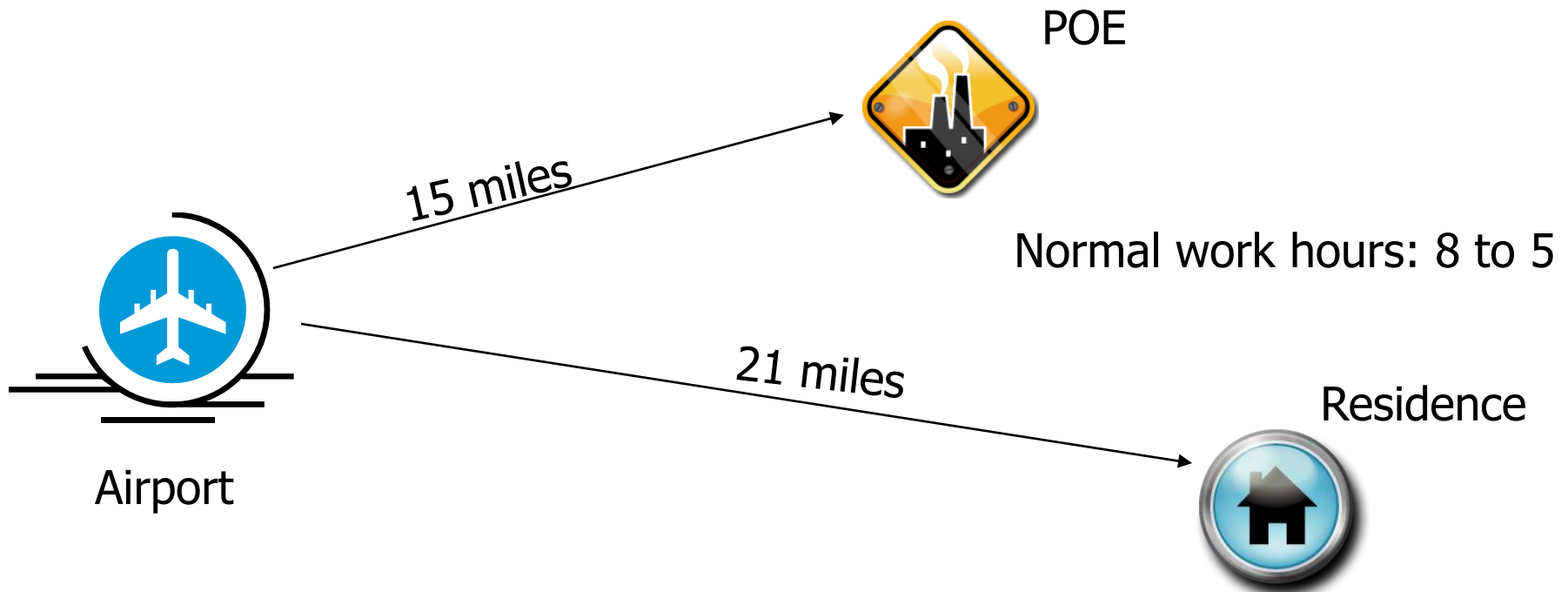
- Flight departs at 10:30 am, with a *Check-In Time* of 9:30 am. Employee leaves residence at 7:00 am to the airport. The employee can only claim **9 miles** from POE to the airport since the *Check-In Time* is during working hours.



# Airport to Residence

- The ACTUAL ARRIVAL TIME of a flight determines whether travel occurs during working or non-working hours.
- If the travel occurs during working hours, the reimbursement is limited to the mileage from the airport to the POE or the lesser of.

## Example 5: Airport to Residence



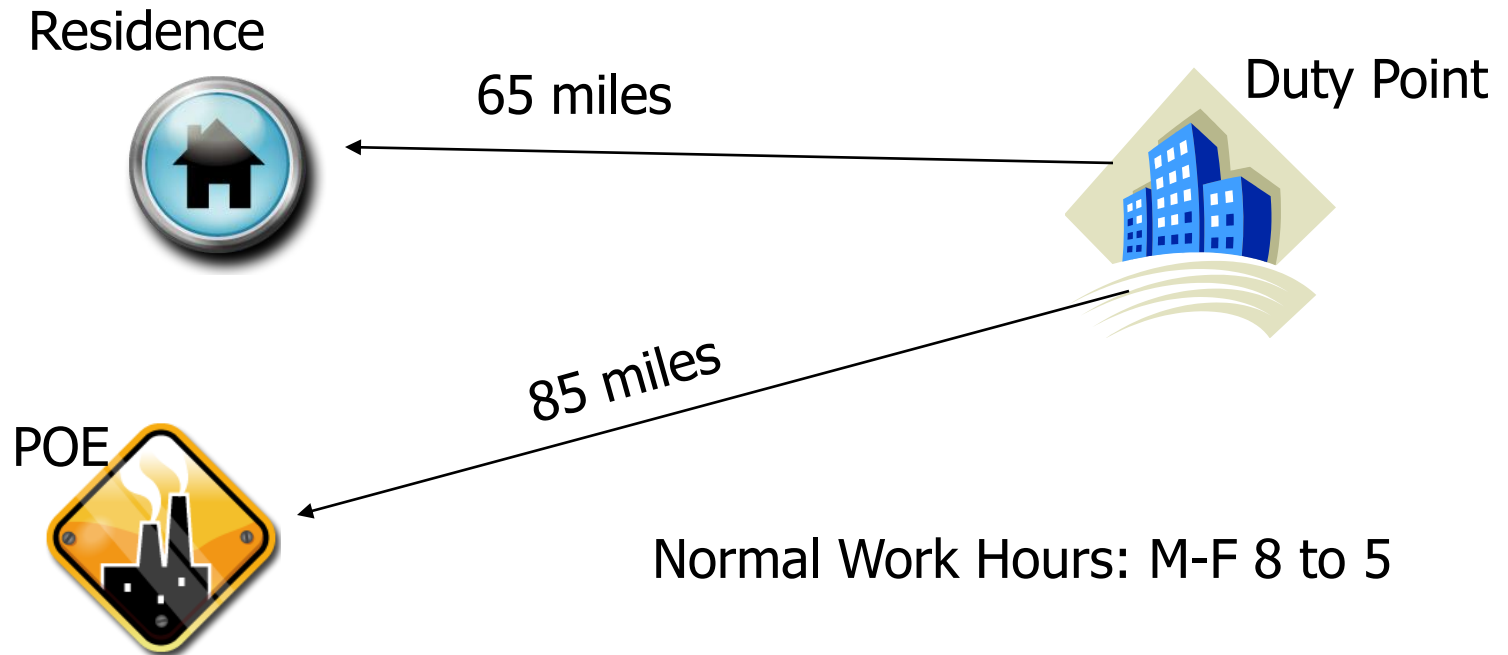
- Scheduled arrival time of the flight was 4:00 pm, due to a flight delay the plane did not arrive until 6:30 pm. The employee can claim the **21 miles** to his residence since the flight did not actually arrive until after working hours.

# Traveling On A Weekend or Holiday

- Mileage is reimbursable for any travel that occurs on a Saturday, Sunday or an Official State Holiday
  - Point to point reimbursement



# Example 6: Travel on a Weekend or a Holiday



- On Saturday, the employee left residence at 9 am and returned to residence at 3 pm. He may be reimbursed the full 130 miles round trip from residence since the travel occurred on a weekend.

# Coordination of Travel



- Conserve state funds
- Carpool when possible
  - If two, three, or four state employees have the same itinerary
    - Itinerary means leaving from same POE to same duty point at the same times.
- If guidelines are not followed, employees will only be reimbursed for one-way mileage (and half of parking when applicable)
- Justify any deviation of this rule in the description section of travel voucher



# In-State Meals

- Claim **ACTUAL** amount spent on meals up to maximum of \$46 per day (travel done on and after 08/01/11)
- Claim **ACTUAL** amount spent on meals up to maximum of \$36 per day (travel done before 08/01/11)
- Receipts not required
- Overnight travel only, no partial per diem

# In-State Lodging

- Total for hotel without taxes
- Maximum amount – federal rate
- Effective Sept. 1, 2011- cities and counties not listed on the GSA will be reimbursed up to \$77.00.
- Receipt required
  - Need original from hotel
    - Itemized check out receipt with \$0 balance
    - No “quick check-out” receipts
- Use Contracted hotels
  - [http://portal.cpa.state.tx.us/hotel/hotel\\_directory/map.cfm?fy=2011](http://portal.cpa.state.tx.us/hotel/hotel_directory/map.cfm?fy=2011)
  - If non-contracted hotel used, need exception on travel voucher

# Expenses

- Rental Car
  - Receipt from drop off requested – pink copy & white copy(summary of charges).
- Parking & Tolls
  - Receipts requested
- Gasoline
  - Receipt **REQUIRED**
  - Tape receipts to a plain piece of paper
  - Tip: keep receipts in envelope throughout trip





# COBJ (Comptroller Object) Codes

- 7101 Travel In-State- Public Transp. Fares
- 7102 Travel In-State- Mileage
- 7105 Travel In-State- Incidental Expenses
  - City hotel taxes, gasoline, parking, tolls, etc.
- 7106 Travel In-State- Meals and Lodging
- 7135 Travel In-State- State Hotel Tax (outside Galveston and SPI)
  - 7136- Inside Galveston    7137- Inside South Padre Island
- 7111 Travel Out-of-State- Public Transp. Fares
- 7112 Travel Out-of State- Mileage
- 7115 Travel Out-of-State- Incidental Expenses
- 7116 Travel Out-of-State- Meals and Lodging

# Travel Process

- Vouchers submitted to Supervisor for approval then sent to Travel Accountant
  - By Law (Gov't code 660.019)- 45 days reimbursement requirement for Travel once a correct travel voucher is submitted by the employee.
- Either original signatures or electronic signatures accepted.

# Travel Guidelines

- Travel Vouchers must be submitted within 90 days of travel
- May submit up to two vouchers per month
- **The more DETAIL and DOCUMENTATION, the better!**